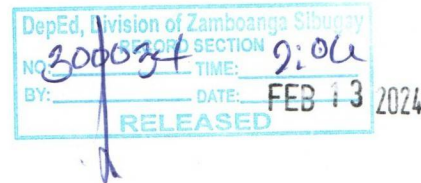




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



12 Feb 2024

**DIVISION MEMORANDUM**

No. DA, s. 2024

**RECONSTITUTION OF HUMAN RESOURCE AND  
DEVELOPMENT COMMITTEE (HRDC)**

To: Assistant Schools Division Superintendent  
All personnel concerned  
*This Division*

1. Pursuant to CSC Memorandum Circular Nos. 43, s. 1993 and 10, s. 1989 entitled Streamlining and Deregulating Human Resource Development Functions and Establishing a Personal Development Committee in all Departments in Government, Including Government-owned or Controlled Corporations respectively, the **Division Human Resource Development Committee (HRDC)** is hereby reconstituted, with additional alternate for each member, as follows;

Chairperson: **MARIA COLLEEN L. EMORICHA, EdD, CESO VI – ASDS**

Members : **OLIVER B. TALAOC, EdD - Chief ES, SGOD**

Alternate: **ROSMINDO L. ANCHETA, JR. – SGOD EPS**

**EVELYN F. IMPORTANTE - OIC Chief ES, CID**

Alternate: **ROSE MARIE E. DIOCARES – EPS, LR**

**MICHAEL H. BACERRA, Representative, Teachers Ass't**

Alternate: **JONATHAN MAGBANUA, MT-II**

**ALMA FRAULEIN M. GARCIA – SEPS, HRD**

Alternate: **ELLEN MAE F. VILLASIS – EPS II, HRD**

**GRACE R. JUGNO – AO V**

Alternate: **RENZ ROY A. RAMOS – AO IV, Personnel**

Secretariat: **HELEN GRACE P. AM-IS - AO II, HRD**

**JOSHUA MARCO A. BUCAYAN – AO II, Personnel**

**CLAUDIA LUZ A. CALIZAR – ADAS III, SGOD**

2. Attached in this memorandum is the revised Roles and Functions of the HRDC.



Pangi, Ipil, Zbga. Sibugay  
(062) 333-5492  
zamboanga.sibugay@deped.gov.ph  
depedzamboangasibugay.ph

3. For immediate and widest dissemination.

  
**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 17, s. 2007

To be indicated in the perpetual index under the ff. subjects:

SCHOLARSHIP COMMITTEE

ZS-DM-SGOD-HRD-2024-02-033-0

AMG-202402-12



📍 Pangi, Ipil, Zbga. Sibugay

☎ (062) 333-5492

✉ [zamboanga.sibugay@deped.gov.ph](mailto:zamboanga.sibugay@deped.gov.ph)

🌐 [depedzamboangasibugay.ph](http://depedzamboangasibugay.ph)

## **ROLES AND FUNCTIONS**

---

In reference to Division Memorandum No. 137, s. 2022 dated April 18, 2022 in addition to the roles and functions of the HRDC as stipulated in CSC Memorandum Circulars 10, s. 1989 and 43, s. 1993 customized roles and functions to be performed by the Division HRDC are hereby provided.

1. Develops, adopts and implements judicious screening process and criteria in the selection of nominees/candidates to ensure equitable distribution of trainings and development opportunities among officials and employees in the division whether teaching, teaching-related and non-teaching personnel;
2. Reviews annually existing policies, processes, guidelines, and procedures relevant to personnel development in accordance with DepEd policies;
3. Develops and/or implements guidelines for the selection of nominees for L&D in accordance with DepEd policies.
4. Consolidates individual development plans for inclusion in the Division Development Plan.
5. Prepares a list of training courses based on the identified agency training needs with the corresponding list of prospective participants, in coordination with the training officer. The list of courses and the prospective participants for each program shall be updated annually; and
6. Recommends L&D policy improvement.

## **HRDC Secretariat**

---

1. Shall assist the committee in the performance of the functions.
2. Raise issues encountered for resolution of the HRDC.
3. Prepare minutes of meetings, reports and letters concerning L&D and among others; and
4. Keep records in a safe designated area and make it available as needed.



📍 Pangl, Ipil, Zbga. Sibugay  
☎ (062) 333-5492  
✉ [zamboanga.sibugay@deped.gov.ph](mailto:zamboanga.sibugay@deped.gov.ph)  
🌐 [depedzamboangasibugay.ph](http://depedzamboangasibugay.ph)